

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JULY 18, 2018**

MINUTES

1. The Willmar Planning Commission met on Wednesday, July 18, 2018, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

**** Members Present:** Rolf Standfuss, Jeff Kimpling, Dr. Jerry Kjergaard, Cletus Frank, Terry VanVeldhuizen, Jonathan Marchand, and Terry Sieck.

**** Members Absent:** Steve Gardner and Margaret Fleck.

**** Others Present:** Sarah Anderson – Planner, Steve Masseth – Community Christian School, Gary Laughlin – Quick Signs.

2. MINUTES: Minutes of the June 20th, 2018 meeting were approved as presented.

3. COMMUNITY CHRISTIAN SCHOOL REZONE R-2 TO G/I – FILE NO. 18-05: The public hearing opened at 7:01 p.m. Staff presented, on behalf of Community Christian School, Willmar, MN, a request to rezone property from R-2 (One- and Two-Family Residential) to G/I (Government/Institution). The property is described as follows: Part of the Southwest ¼ and Southeast ¼ of the Northwest ¼, Section 22, Township 119, Range 35 (1300 19th Ave SW). There are no current plans for changes to the property, but as the school board discusses future options, it was staff recommendation that the school pursue this rezone to reflect the use.

No one appeared to speak for or against the request, and the public hearing closed at 7:04 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

Dr. Kjergaard make a motion, seconded by Mr. VanVeldhuizen to approve the rezone and forward it onto the City Council for Ordinance introduction and adoption.

The motion carried.

4. WILLMAR PUBLIC SCHOOLS AND COMMUNITY CHRISITIAN SCHOOL SIGN PROPOSALS: Staff presented four sign permit applications submitted by Gary Laughlin of Quick Signs for the Willmar Middle School, Willmar ALC, Willmar JLC, and Community Christian School. All of the public school sites are zoned G/I and CCS (as seen in the previous agenda item) is pursuing a rezone to G/I.

The Planning Commission discussed the three signs approved last year for the schools – these requests are nearly identical. The Commission felt the consistency would be

aesthetically pleasing throughout the City and a good way to help families identify and stay informed about the schools and any events that may be taking place at their facilities.

Gary Laughlin of Quick Signs informed the Commission that all signs will be replaced in the same location all signs currently sit – there are no setback or visibility issues with the current sign locations. He also mentioned that timers are able to be set to turn off the electronic signs in areas facing or near a residential area.

Mr. Frank made a motion, seconded by Dr. Kjergaard to approve all four signs as requested and issue permits.

The motion carried.

5. 1st STREET SETBACK DISCUSSION: Staff presented a request on behalf of the Board of Zoning Appeals to discuss 1st St setback standards. According to the Zoning Ordinance, 10' setbacks from side/rear lot lines and 15' setbacks from front/side right-of-way is required for all parking lots. Due to City acquisition of right-of-way to widen 1st St, the Board of Zoning Appeals frequently receives variance requests for setbacks along 1st St. Most recently, they approved a setback variance along Monongalia Avenue due to restricted redevelopment area of a 1st St parcel near the Central Business District.

The Commission discussed the reasons for setbacks. As staff told the Board of Zoning Appeals, setbacks serve as a buffer for vehicle and pedestrian traffic as well as pervious green space throughout the City. Staff explained that variances are presented on a case-by-case basis and specific findings of fact must be found in order to approve a request, much like a Conditional Use Permit or Plan Review.

Mr. Frank inquired what a text amendment might look like for this situation. Staff suggested a text amendment that would specify a certain area where a more lenient setback is allowed, similar to how a 0' setback is required for the CBD; however, it is staff recommendation that no changes be made to the Zoning Ordinance setback requirements.

The consensus of the Commission was to make no changes to the Zoning Ordinance setback standards and allow the Board of Zoning Appeals to continue to approve setback variances on a case-by-case basis.

6. AUTO SALVAGE TEXT AMENDMENT DISCUSSION: Staff asked the opinion of the Commission regarding a text amendment to allow Auto Salvage in a General Business zone as a Conditional Use Permit with required conditions that the activity be completely enclosed and such uses only be allowed along secondary/minor streets. Staff inquired about this use on behalf of the interested party several months ago, and it was the desire of the Commission for the party to bring in more details and a site plan before further considering a text amendment or rezone. Staff has not received any official site plans, but was asked to inquire about the possibility again.

The Zoning Ordinance currently permits Auto Salvage only in a General Industrial Zone (I-2) with a Plan Review.

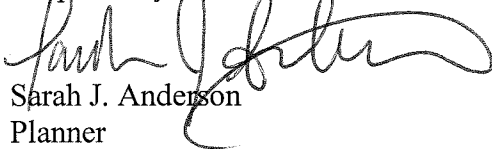
The Commission discussed the proximity to residential properties. Staff reminded the Commission that they must look at the current zoning versus the current uses, as many have been grandfathered in and are legal-nonconforming uses. Property abutting the commercial property to the south is zoned R-2, east and west of the property is zoned GB, and north of the property is zoned I-2.

The business owner intends to build a shop where all salvage activity would take place and the property would continue to be screened by a fence. The Commission mentioned the need for several conditions if such a use were to be approved, such as hours of operation and the need for pavement to help minimize environmental degradation.

The consensus of the Commission was to stay consistent with their original request for site plans to be presented by the interested party before considering approval of a text amendment to allow Auto Salvage in a GB zone with a Conditional Use Permit.

7. MISCELLANY: Staff informed the Planning Commission that a letter has been drafted for the new 1st St Dairy Queen and 1st St Kwik Trip to address complaints regarding the screening that has not been installed between the commercial properties and abutting residential properties. It is up to the commercial property owners where they would like to place the fence, as long as it serves the purpose of screening between the uses as required in the Zoning Ordinance. The letters will be sent to the property owners tomorrow (July 19, 2018).
8. There being no further business to come before the Commission the meeting adjourned at 7:56 p.m.

Respectfully submitted,


Sarah J. Anderson
Planner

PLANNING COMMISSION – JULY 18, 2018

STAFF COMMENTS

1. COMMUNITY CHRISTIAN SCHOOL REZONE R-2 TO G/I – FILE NO. 18-05:

- The applicant is Community Christian School by Steve Masseth.
- The applicant is requesting a rezone from R-2 (One- and Two-Family Residential) to G/I (Government/Institution) on property described as: Part of the Southwest ¼ and Southeast ¼ of the Northwest ¼, Section 22, Township 119, Range 35 (1300 19th Ave SW).
- The applicant is requesting the rezone to reflect the use of a private school currently located at these properties.
- The surrounding properties are a mixture of residential (single family and multi-family), commercial, and public (park).
- There are no current plans for alterations on the site, except for a new sign consistent with those of the Willmar Public Schools.
- In general, this zone is reflective of the use, rather than directly abutting another G/I zone.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for Ordinance introduction and adoption.

NOTICE OF HOUSE MOVE

Notice is hereby given that the Willmar Planning Commission will meet at 7:01 p.m. on Wednesday, August 1, 2018, in Conference Room #1 (main level) at the City Office Building, 333 6th St. SW, Willmar, Minnesota, to consider a request by Andrew Gilbertson Construction, LLC of Atwater, MN, to move a single family home to property described as: Lot 1, Block 1, Valley View Addition. As an abutting property owner, the Zoning Ordinance mandates that you be given the opportunity to comment on the proposed move.

You are welcome to attend the meeting or call me at (320)235-8311 with your comments. The Planning Commission meeting agenda and packet can be found on the City's website (www.willmarmn.gov) by clicking on "City Council Videos" on the home page.

Dated: July 18, 2018

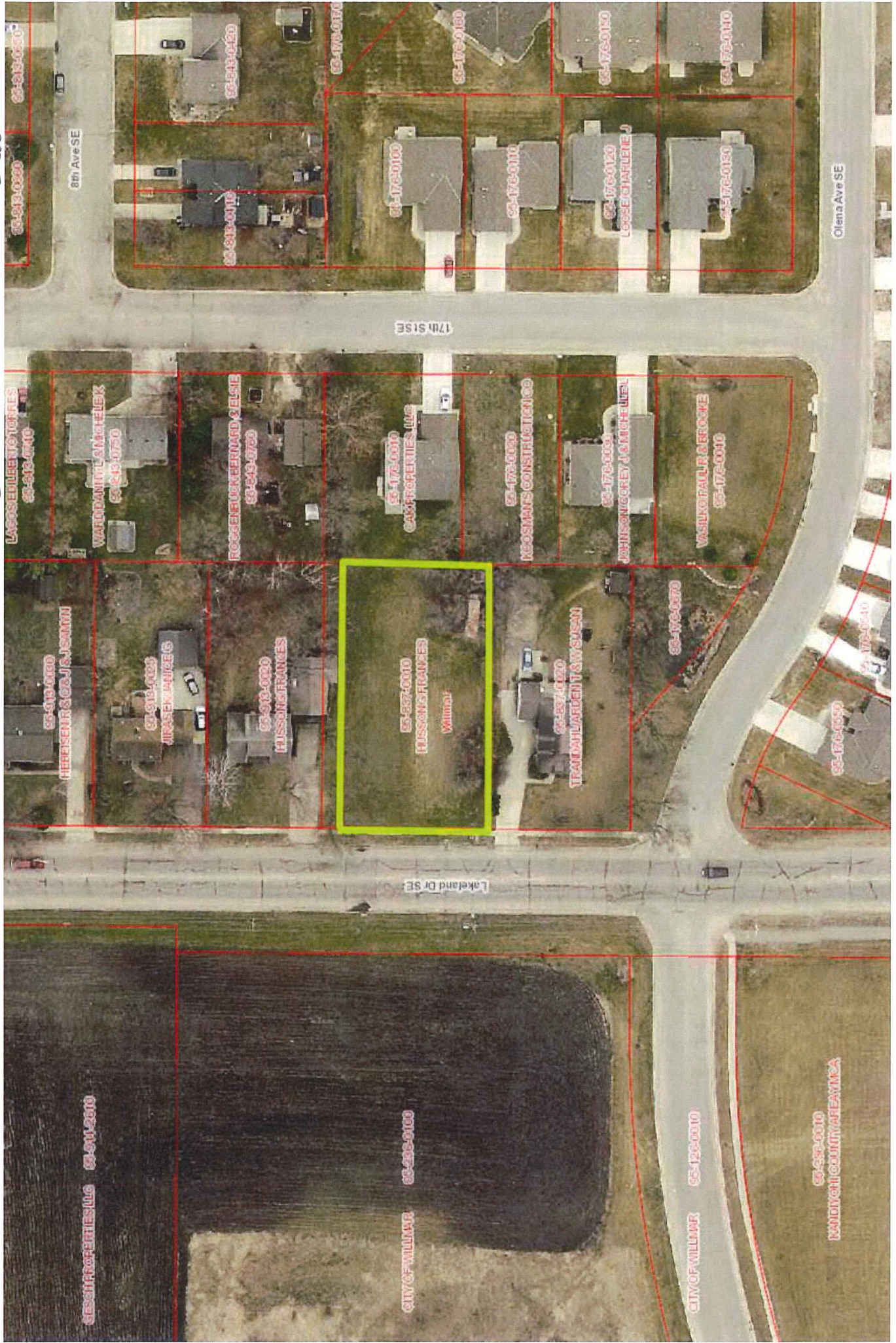
Sarah J. Anderson

Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Abby al 235-0850 ext. 1100, de Heartland Community Action Agency.

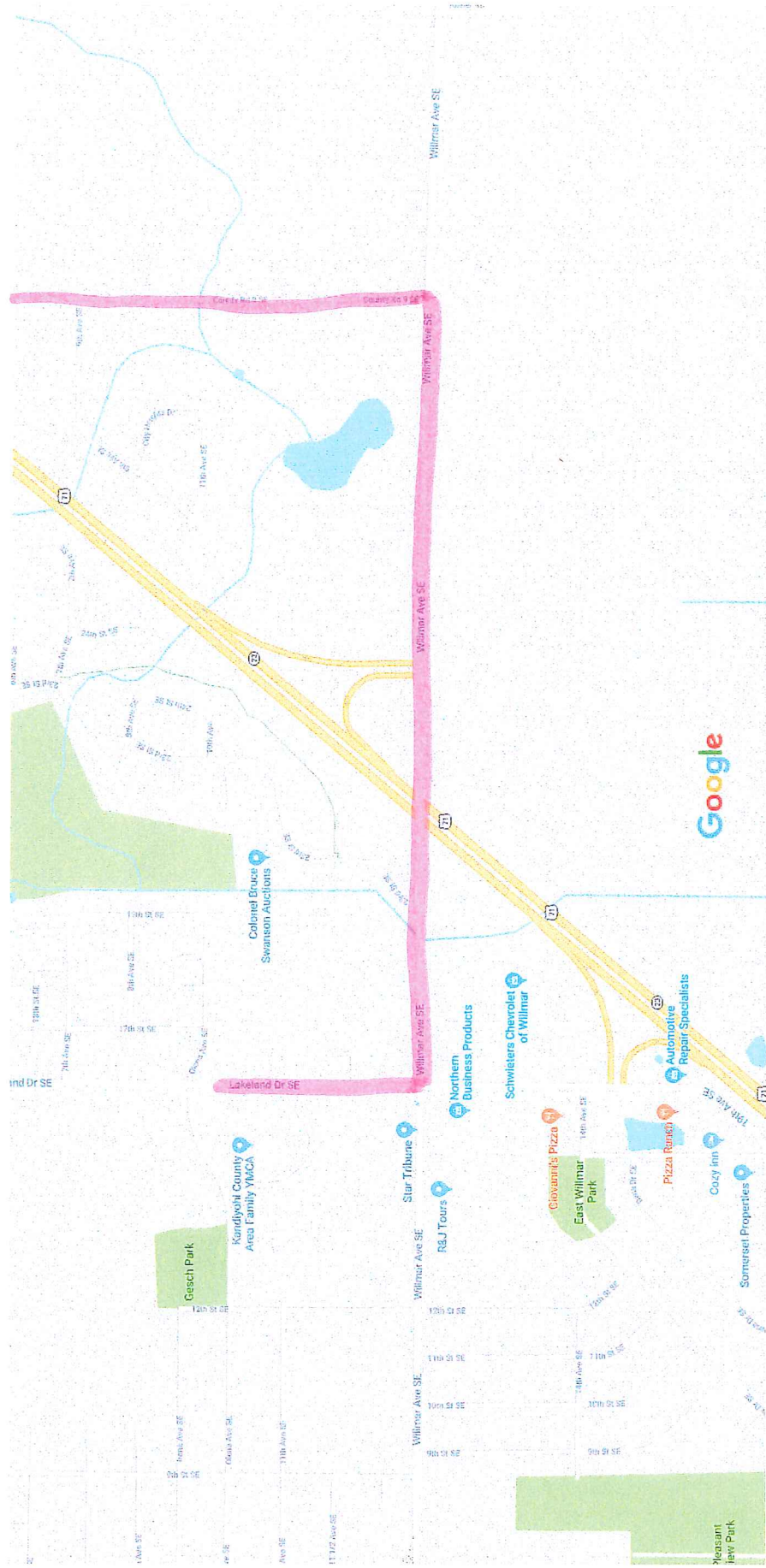
Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

Gilbertson House Move Location



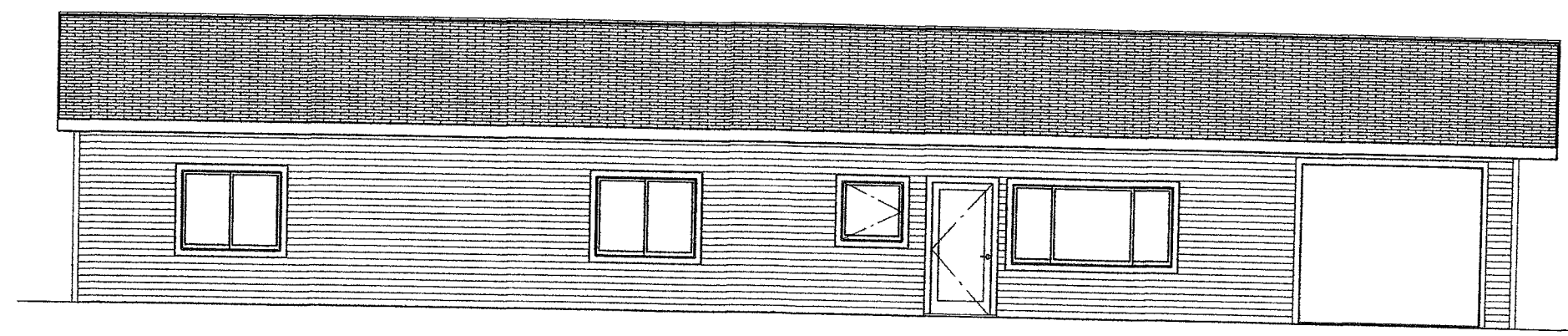
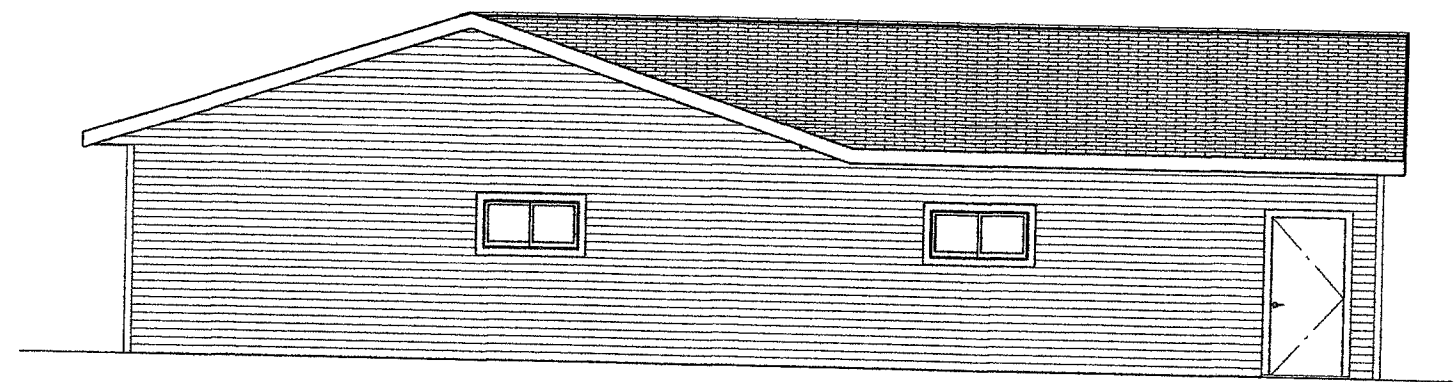
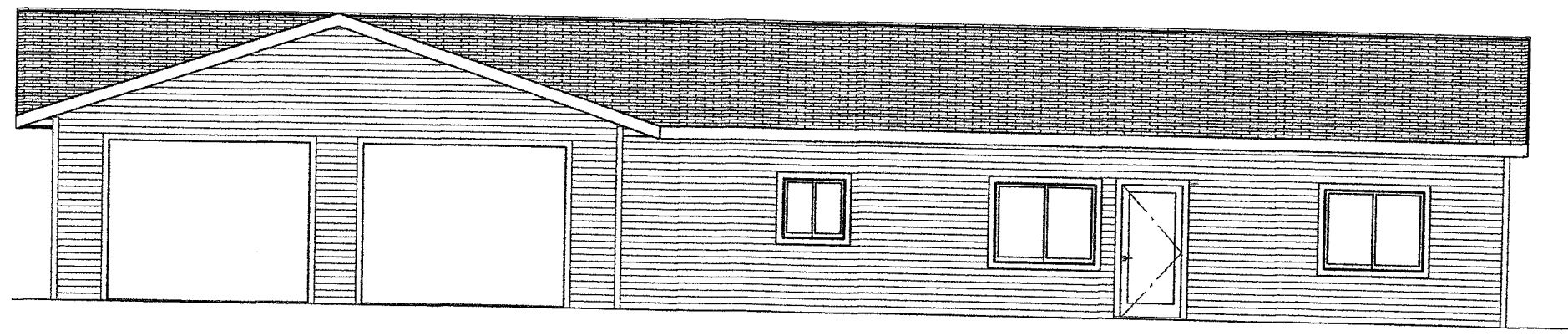
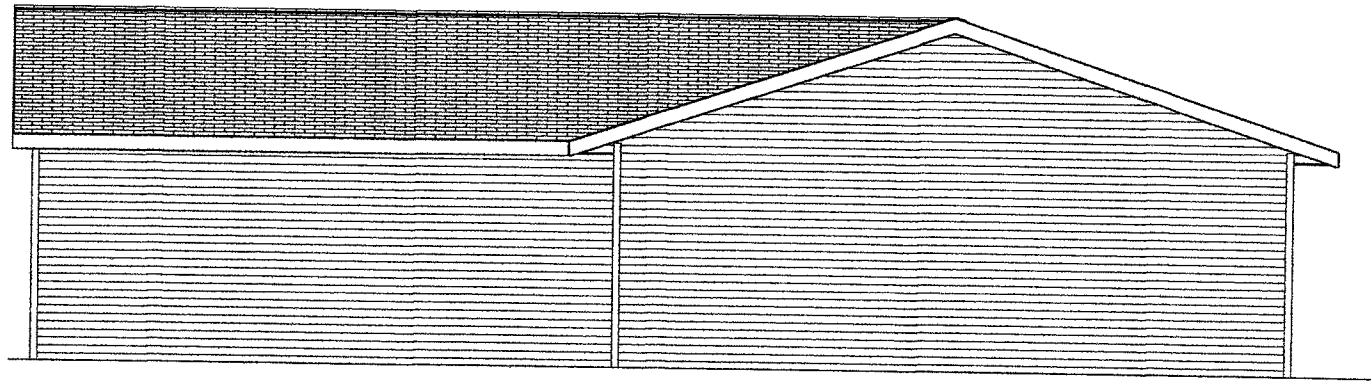
6410 CR 4 NE → CR 4 → CR 26 → CR 7 → CR 23 → 809 Lakeland Dr SE
At water MN

Google Maps



Map data ©2018 Google 500 ft





201 BUILDING SUPPLY
GROVE CITY MN
320-857-2031

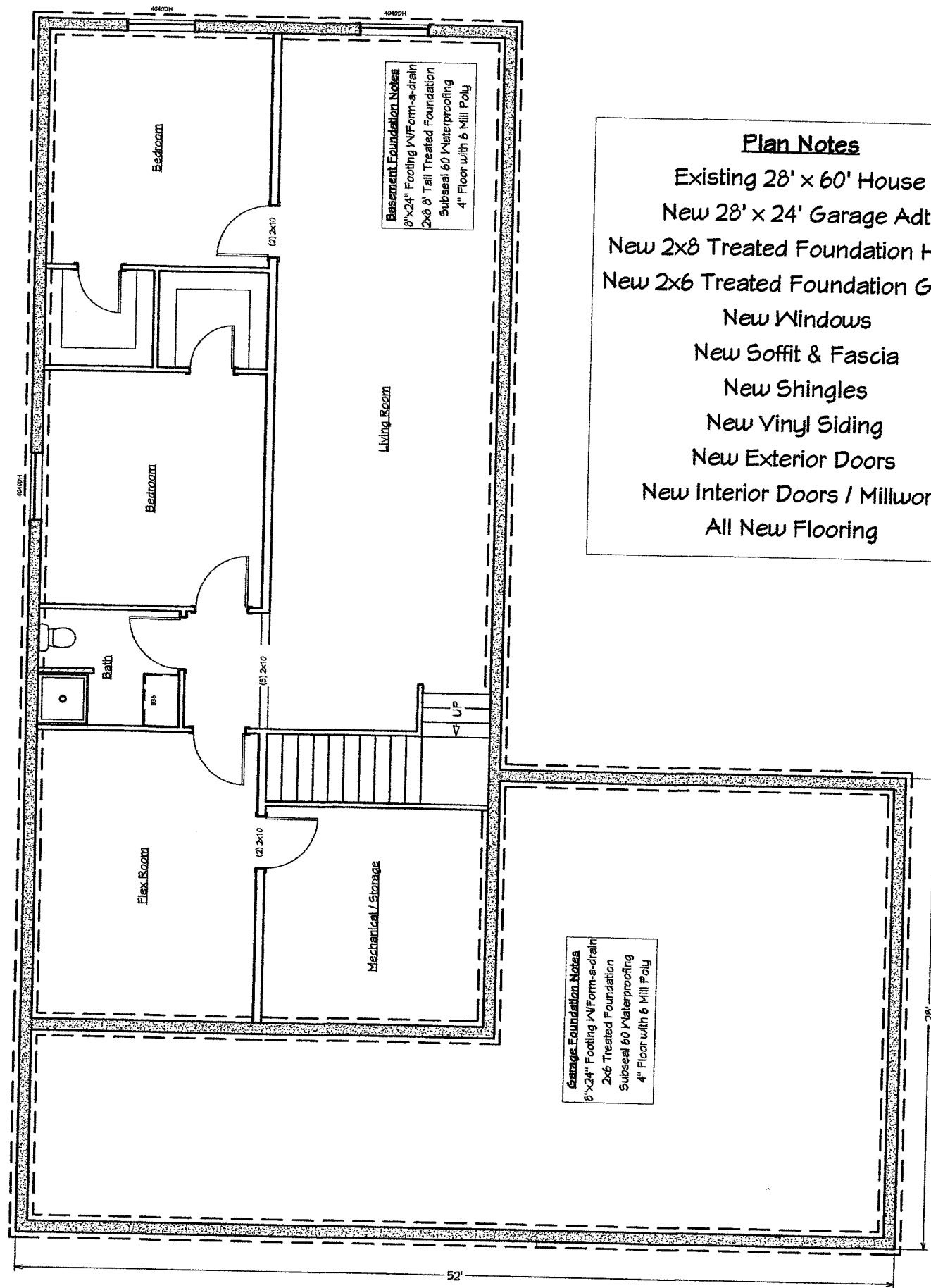
Elevation

Gilbertson Const.
Drew's Blue House Flip

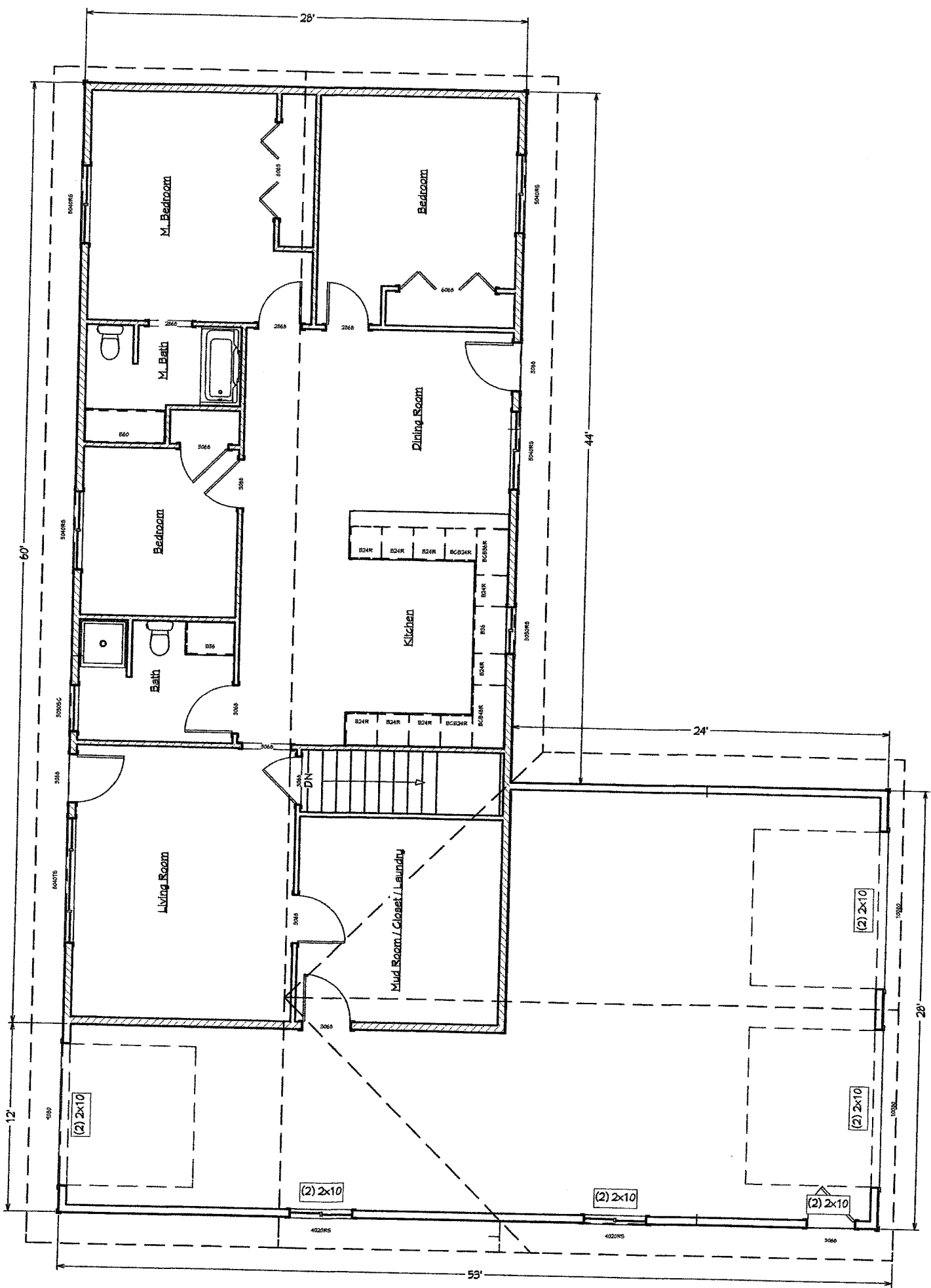
SCALE:
1/8

DATE:
7/12/18

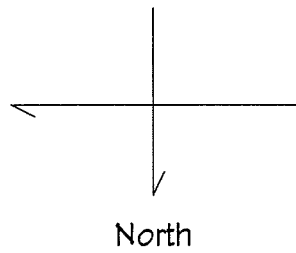
SHEET:
A1



Plan Notes
 Existing 28' x 60' House
 New 28' x 24' Garage Adt.
 New 2x8 Treated Foundation House
 New 2x6 Treated Foundation Garage
 New Windows
 New Soffit & Fascia
 New Shingles
 New Vinyl Siding
 New Exterior Doors
 New Interior Doors / Millwork
 All New Flooring

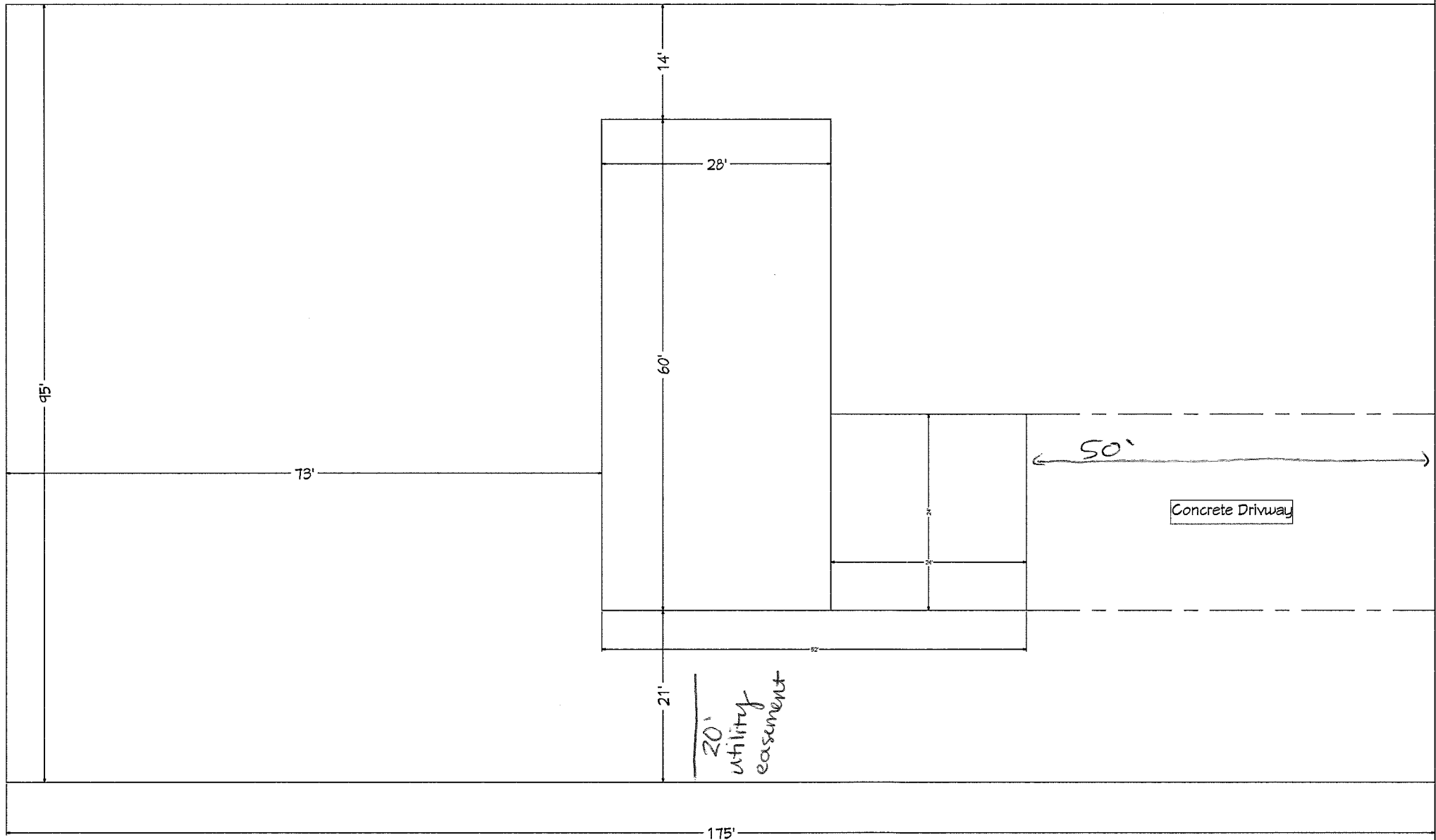


201 BUILDING SUPPLY GROVE CITY MN 320-857-2031	Basement Floor	Gilbertson Const. Drew's Blue House Flip	SCALE: 1/8	DATE: 7/12/18	SHEET: A1
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Bare 95' x 175' Lot

The House Next To My Lot Is:
809 Lakeland Dr Se
Willmar MN 56201
Parcel ID: 95-837-0010



Lakeland Ave

Black Top Off Street Parking With Standard 6" Curb

Updated
7/24/18

201 BUILDING SUPPLY GROVE CITY MN 320-857-2031	Site Sketch	Gilbertson Const. Drew's Blue House Flip	SCALE: 1/16	DATE: 7/12/18	SHEET: A1
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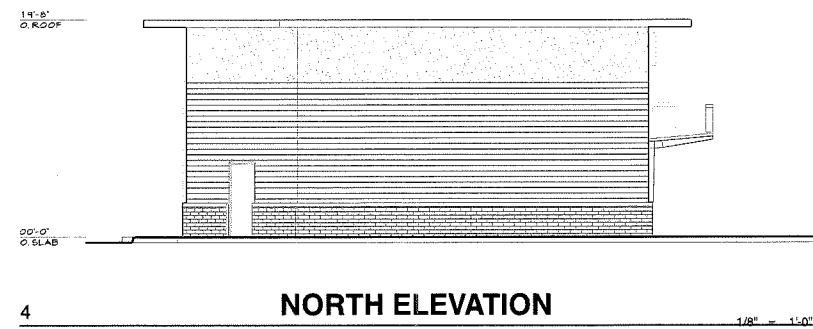
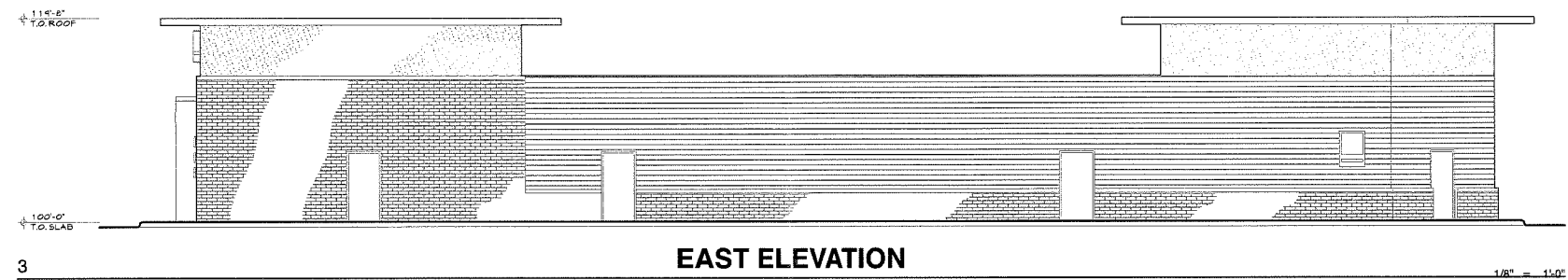
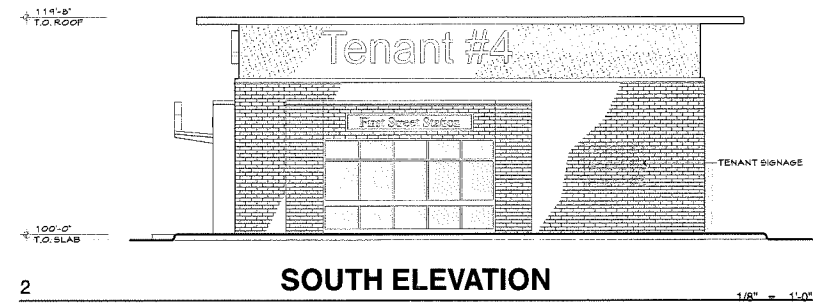
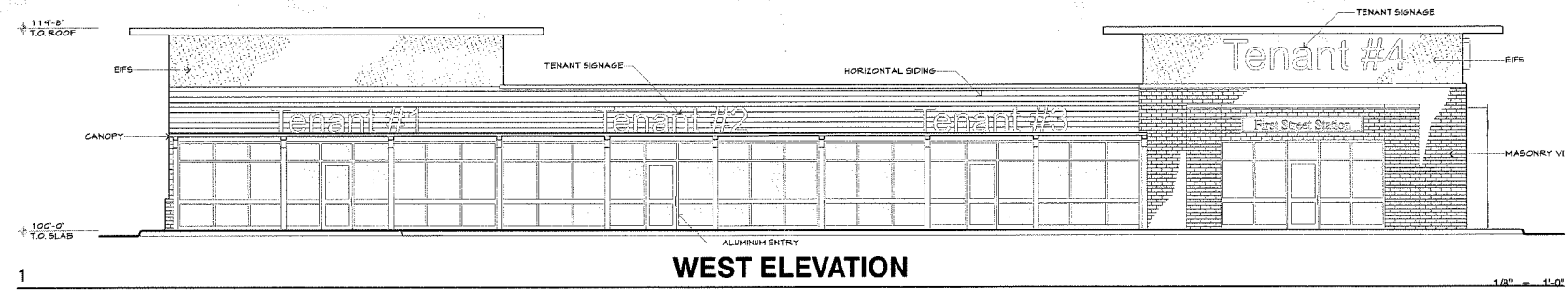
First Street Station

PERSECTIVE

First Street, Wilmar, Minnesota, 56301
7.17.14

NEGEN
ASSOCIATES
ARCHITECTS

10000 Highway 100
St. Cloud, MN 56301
763.325.1234
www.negen.com



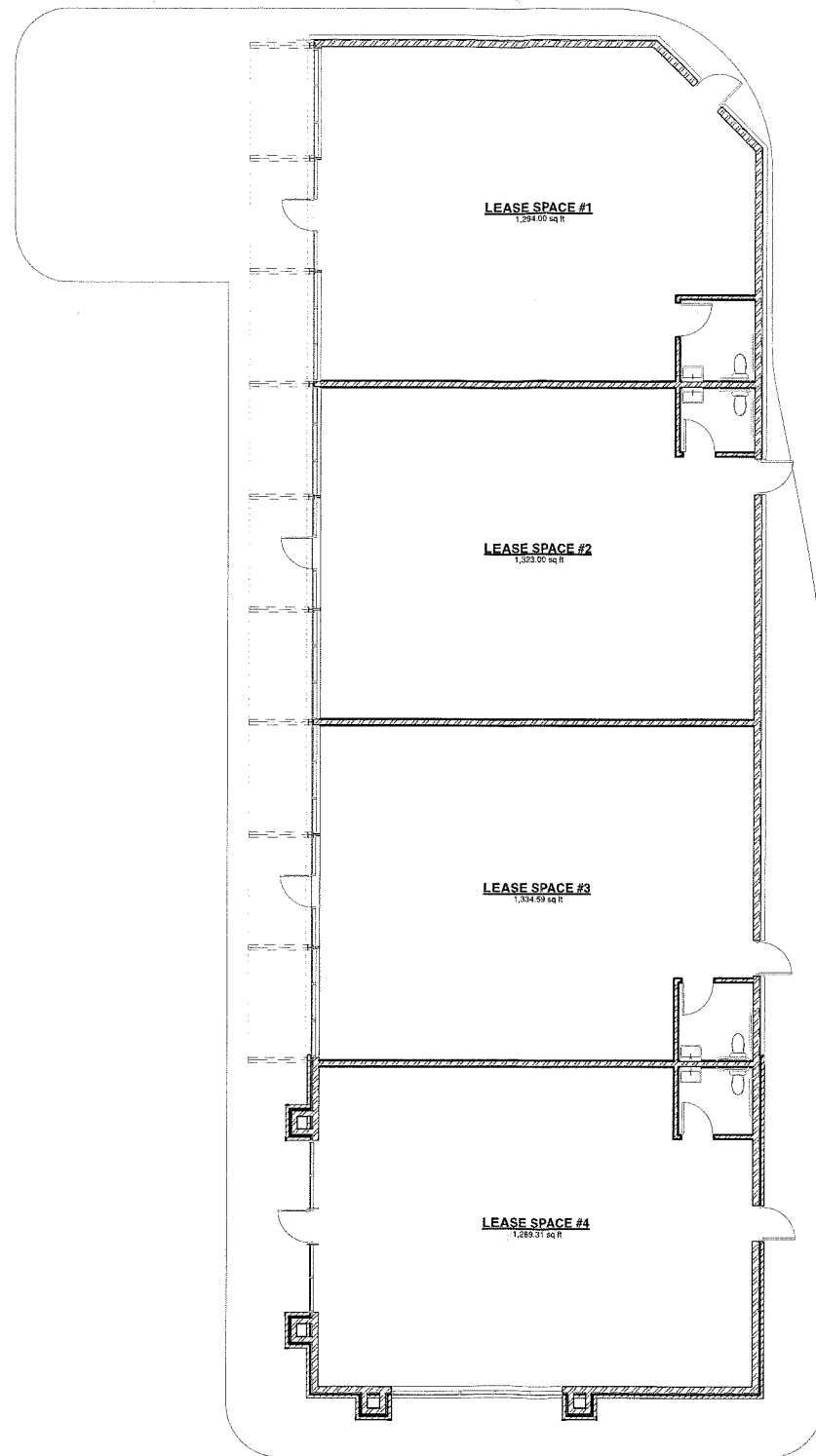
First Street Station

EXTERIOR ELEVATION

First Street, Willmar, Minnesota, 56201
7/17/18

NEGEN
ASSOCIATES
ARCHITECTS, INTERIORS, DESIGN, CONSTRUCTION

1001 W. 10TH STREET, SUITE 200
ST. CLOUD, MN 56303
TEL: 320.338.1111
WWW.NEGENASSOCIATES.COM



First Street Station

FLOOR PLAN

First Street, Wilmar, Minnesota, 56201
7/17/18

NEGEN
ASSOCIATES
Architectural | Interior Design | Planning

DESIGN: J. Blum, M. Blum
DRAWING: J. Blum, M. Blum
DATE: 7/17/18
BY: J. Blum, M. Blum

PLANNING COMMISSION – AUGUST 1, 2018

STAFF COMMENTS

1. ANDREW GILBERTSON CONSTRUCTION HOUSE MOVE PLAN REVIEW – FILE NO. 18-07:

- The applicant is Andrew Gilbertson from Andrew Gilbertson Construction, LLC, Atwater, MN.
- The applicant is requesting a plan review for a house move onto property described as follows: Lot 1, Block 1, Valley View Addition.
- The house is currently located outside City limits, and the proposed location is currently a vacant lot.
- The property is zoned R-2 (One- and Two-Family Residential). The home will be a single family residence.
- All setbacks and minimum lot requirements are met.
- A 20' utility easement for stormwater runs east and west across the northern lot line.
- The property will be accessed via Lakeland Dr SE, and there will be a concrete driveway.
- An attached garage has been proposed on the home, as well as new siding, windows, soffit & fascia, shingles, doors, and flooring.
- The home will fit in with the area, and above grade elevations will be consistent with those of nearby houses.
- The Planning Commission can assign a performance bond or other security to ensure that the exterior improvements are completed and done in a timely fashion.
- Proposed date and time on house move? Structure sit on site until footings completed?

RECOMMENDATION: Approve the plan review for the house move with the following condition:

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The curb cut shall be not more than 24' wide.
- C. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping, etc. shall be four (4) months after the house is moved.
- D. A performance bond or certified check in the amount of \$3,000 shall be submitted to the City (prior to issuance of house move and building permit) as security to ensure completion of the exterior work.
- E. The use shall meet all applicable local, state, and federal laws and regulations at all times.

2. 1ST ST STATION DRIVE THROUGH PLAN REVIEW - FILE NO. 18-08:

- The applicant is Marcus Construction, Willmar, MN.
- The applicant requests plan review for a new 4-unit commercial building with one proposed drive through window on property described as follows: Part of Southwest ¼ of Southwest ¼, Section 14, Township 119, Range 35 (1221 1st St S).
- The property is zoned GB (General Business) in which plan review is required for drive up windows.
- There are two 32' proposed accesses via 1st St S and Willmar Ave SE – similar to the current accesses.

- Parking setbacks shall be adhered to or a variance shall be obtained for setbacks along 1st St S & the northern interior lot line. The eastern interior lot line and setbacks along Willmar Ave SE are already legal-nonconforming and will not change.
- Parking spaces along the north lot line are intended for employee parking – access?
- The drive through is single width, one-way only. Will access to the garbage enclosure and emergency vehicle access be an issue?
- No tenants are secured, but most units are being inquired about by office/retail uses. Unsure if a restaurant will occupy the unit with the drive through or not.
- Adequate number of parking spaces? 36 spaces currently proposed.
- The architectural look of the building will fit in well in the commercial corridor of 1st St S.
- A landscape plan was not submitted. One shall be submitted for review and approval prior to issuance of a building permit.
- Sign review and permitting is ancillary from the plan review process.

Fire Marshal Comments: There is not enough travel space on both the north and east sides of the building. Fire Code requires at least 20 feet of clear travel space. I prefer 24 feet.

Engineering Comments: I have reviewed the site plan for First Street Station, prepared by Negen and Associates, and have the following comments.

- Planning Commission to review the non-conforming setbacks and number of parking spaces.
- Post development runoff should be equal to or less than pre development runoff. Drainage calculations shall be submitted.
- Prior to any soil disturbing operations, perimeter silt fence shall be installed to prevent any sediment from leaving the site.
- This site has 6" sanitary sewer and 1.5" water service. The redevelopment of the site will require tapping fees and will be calculated based on new fixture units.
- All downstream storm sewer inlets or aprons shall have inlet protection in place prior to any soil disturbing operations.
- Because of existing traffic conflicts for east bound Willmar Avenue traffic entering the site, it is recommended that the proposed new entrance on Willmar Avenue be "right in and right out" only for Willmar Avenue west bound traffic.
- If the existing First Street entrance is being changed, it should be noted that the existing curb on First Street is doweled to the underlying 8" concrete base.
- The proposed parking lot perimeter to be curbed and storm sewer installed to control storm water

RECOMMENDATION: Approve the plan review for the house move with the following condition:

- A. Parking setbacks shall be met, or a parking setback variance on north and west sides of the property shall be obtained.
- B. Landscape plans shall be submitted, reviewed, and approved by staff prior to issuance of a building permit.
- C. All Engineering Department comments shall be met, adhered to, and additional information supplied as requested.
- D. The use shall meet all applicable local, state, and federal rules and regulations at all times.